

AIS CALGARY TREASURER

Term: 3 years January 2019 – December 2021

This position requires a detail-oriented person with access to a secure computer and with general email, bookkeeping, WORD and EXCEL skills.

Duties:

- Non-voting unless also representing a specific group
- Attend 5 AIS meetings per year (September, November, February, April and June)
- Attend quarterly AIS/DR meetings at the call of the AIS Chairperson
- Call for budget items and prepare an annual budget with input from AIS coordinators for approval
- Establish a bank account with 3 signatures requiring a minimum of 2 out of 3 signatures for cheque signing authority
- Pay all approved AIS expenses:
 - Big Sky Answering Service, Telus, rent for facility, Chair's attendance to Assemblies and AWSCM, etc.
- Write and distribute receipts for all money received (in person at meetings or by mail)
- Deposit all money received
- Prepare a monthly statement of accounts showing receipts and disbursements for the month with bank balance at the end of the month
- Submit reports to Newsletter Editor for publication in AIS Newsletter
- Submit Financial report at AIS meeting answering any/all questions
- Provide a copy of statement for the AIS Secretary for inclusion in minutes
- Monitor and respond to AIS Calgary Treasurer email account
- Maintain a master file of AIS financial records, statements, reports, etc.
- Be responsible for 2 keys to the AIS Mailbox and pick up mail at least twice a month (*i.e. bills, donations, WSO mailings etc.*).

The time commitment of approximately 3 hours per month (usually the month before the AIS meetings in addition to picking up the mail downtown and attending the 5 AIS meetings

On occasion, all positions may require an additional time commitment for projects on an ad hoc basis.

<p style="text-align: center;">Extend the gift of recovery to others by requesting their assistance and support</p>
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